

# POLICY

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Students

## **SUBJECT: ACCEPTABLE USE**

The intent of the Hastings-on-Hudson Union Free School District is to make access to technology available to further the district's educational goals and objectives. To this end, the use of a technology account and/or access must be consistent with the educational objectives of the Hastings-on-Hudson Union Free School District.

### **Student Responsibilities**

Technology users agree to follow the District Acceptable Use Policy when using technology provided by the Hastings-on-Hudson Public Schools. Students and other users of District technology agree to abide by the following regulations:

1. Use of the District computer network must be in support of education and research.
2. To transmit, load, or knowingly receive any materials in violation of any United States or state regulations is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic or obscene material, material protected by trade secret, or copyright and other intellectual property laws.
3. Network accounts are to be used only by the authorized owner of the account. Users shall not seek to learn or change or share other users' passwords, modify other users' files or data, or otherwise impersonate other users of the network.
4. Each user will be responsible for any action performed under his or her login name, regardless of whether he or she performed the action.
5. Users shall not intentionally disrupt the use of the network or devices attached to the network.
6. Users agree that hardware, software, or other network devices or resources shall not be destroyed, modified, damaged, or abused in any way.
7. Malicious use of the network or the Internet to harass other users, infiltrate a computer or computer system, or damage the software components of a computer or computer system (e.g., to create viruses) is prohibited.

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## SUBJECT: ACCEPTABLE USE (Cont.'d)

8. The use of electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of network privileges. Users are required to follow District policy and network procedures.
9. Electronic mail (email) is not guaranteed to be private. Network storage areas will be treated as school property. The school reserves the right to review any files, storage, and communications of the network at any time.
10. Software is protected by copyright and other laws: therefore users will not make unauthorized copies of software or media found on school computers, nor give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain.
11. Users shall not download or install software on District computers without written authorization from the Director of Technology or persons authorized to manage the network.
12. Users should follow the copyright and fair use guidelines when utilizing information from the Internet. These guidelines include proper citation and attribution when referring to download text, images, and other media.
13. Users information is confidential. Users should not reveal any identifying personal information such as their name or email address to others.
14. The posting of any student(s) photograph, with his or her name, or any student(s) telephone number or address on the Internet or email is strictly prohibited.
15. Users may not access or participate in chat rooms, blogs, online discussion groups or social networking sites unless prior written approval from appropriate personnel/staff is received.
16. The use of district technology for commercial purposes is prohibited.

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## **SUBJECT: ACCEPTABLE USE (Cont.'d)**

Demonstrated intent to this violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence such as actions that if successful or if carried out as intended, would result in a policy violation. Failure to abide by the above policy will result in suspension of technology access privileges, financial liability for damages, other disciplinary action, and in some circumstances, may result in criminal liability.

### **District Responsibility**

1. The Hastings-on-Hudson Union Free Public Schools will allocate resources in an effort to provide a safe internet experience for all users. This Acceptable Use Policy is adopted and enforced in furtherance of that goal. However, it is important to note that, even though the District may use technical or manual means to regulate access and information including internet filters to help prevent users from accessing inappropriate information on the internet in accordance with the Children's Internet Protection Act [Pub. L. 106-554 and 47 USC 254(h)], these methods do not provide a foolproof means of enforcing the provisions of this policy and its goals.
2. The District will use technology protection measures (e.g., internet filters) to help prevent users from accessing inappropriate information on the internet in accordance with the Children's Internet Protection Act [Pub. L. 106-554 and 47 USC 254(h)].

Adopted: 05/20/03

Revised: 06/04/07